



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**TAYLOR HARDIN SECURE MEDICAL FACILITY**  
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KIMBERLY G. BOSWELL  
COMMISSIONER

KIMBERLY MCALPINE,  
FACILITY DIRECTOR

## EMPLOYMENT OPPORTUNITY

<b>JOB TITLE:</b>	Registered Nurse IV (Assistant Director of Nursing)	<b>OPEN DATE:</b> 06/03/2022 <b>CLOSE DATE:</b> Until Filled
<b>JOB LOCATION:</b>	Taylor Hardin Secure Medical Facility Tuscaloosa, Alabama	<b>NUMBER:</b> 22-19 <b>JOB CODE:</b> N5000

### SALARY

- Range 81 (\$59,289.60 - \$90,309.60 Annually)
- Salary will be commensurate with experience and State of Alabama Personnel guidelines.

### BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Continuous opportunities for acquiring CE's needed for maintaining professional license.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
  - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

### MINIMUM QUALIFICATIONS

- Graduation from an accredited school of nursing.
  - 36 months experience as a Registered Nurse, including...
  - 36 months experience in a supervisory capacity.
- OR
- Bachelor's degree in nursing.
  - 60 months experience as a Registered Nurse, including...
  - 36 months experience in a supervisory capacity or administrative capacity.
- OR
- Master's degree in nursing.
  - 36 months experience in the mental health field.

### SPECIAL REQUIREMENTS

- Possession of current licensure as a Registered Nurse as issued by the Alabama Board of Nursing.

## **KIND OF WORK**

- Function as the Assistant Director of Nursing as well as assume the role of Director of Nursing Services in absence of DON.
- Monitor and evaluate delivery of patient care to ensure appropriate, effective, and efficient treatment services are provided to meet patient care needs.
- Assume consistent implementation of DMH/MI facility and nursing service policies and procedures.
- Serve as chairperson of Nursing Services policy and procedure committees as assigned.
- Assist the DON with keeping Nursing Services in a constant state of readiness for The Joint Commission and CMS surveys.
- Recommend and initiate disciplinary action and commendations to promote positive changes in performance.
- Maintain and assist in provision of sufficient staff.
- Approve leave for staff directly supervised.
- Participate in the interview process to fill RN and LPN positions.
- Document, as appropriate, in relation to supervisory and other administrative duties in a timely manner.
- Attend Nursing Service and assigned hospital meetings.
- Conduct communication meetings and promote communication between assigned programs and shifts.
- Assist shift supervisor in improving the nursing staff's performance and maintaining their level of competence.
- Prepare performance appraisals for staff directly supervised.
- Assist in planning of nursing service budget, staffing plans, and review coverage needs of the facility.
- Attend in-service and continuing education to maintain licensure, ensure competency, and promote professional growth.
- Complete requirements to maintain privileges for psychiatric emergency.
- Perform other related duties.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge, skills, and ability to recognize medical and psychiatric emergencies.
- Ability to communicate effectively orally and in writing.
- Ability to deal with many types of people in delicate, frustrating, or tense situations.
- Ability to act independently, take charge, and take moderate risks in situations not covered by existing procedures.
- Ability to provide client care utilizing nursing processes, standards of care, and nursing plans of care.
- Ability to supervise the work of others.
- Ability to make decisions as needed, evaluate effectiveness of treatment programs, and establish priorities.
- Ability to operate medical equipment.
- Ability to provide education to patients and staff.

## **METHOD OF SELECTION**

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.

- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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**Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.